Non-Exempt Employees - Time Reporting Codes and Absence Codes that Show on Timesheet in HRS

Examples: Office Support, Custodial, Trades, Facilities Repair, Grounds

Time Reporting Code in timesheet and/or payable time	Description	Absence Take Code in Absence Request	Short Description	Earnings Code on earnings statement	Rate
Below are TRC Codes that show on Timesheet and Payable Time (Summary of Hours)					
ALTWK	Alternate Work Week-Reg Hours (code not used)		Alt Week	HRG	
CB200	Call Back 2 Hour Minimum		CallBack 2	HRG	
CTUSE	Comp Time Taken		Comp Take	PCT	
EXDCT	Extend End Date-Comp Time (code not used)		ExtEndComp	ECT	
EXDLH	Extend End Dt-Legal Holiday (code not used)		ExtEndLH	ELH	
FLHOL	Floating Holiday		FloatHlday	PLH	
HOLWK	Holiday Worked		Hol Work	HRG	
INCLP	Inclement Weather with pay (code not used)		Inclm Paid	HRG	
LGHOL	Legal Holiday		LegalHlday	PLH	
NOHOL	No Legal Holiday		NoLegHlday		
REG00	Regular Hours		Reg Hour	HRG	
SD225	Standby (2.25 per hour)		Standby	C11	2.25
SPRAY	Spray Paint Add-On		SprayPaint	ASP	.50
TRMCT	Term Pay-Comp Time		Term Pay	TCT	
TRMLH	Term Pay Legal Holiday		Term Pay	TLH	
Below are Codes that show on Payable Time (Summary of Hours)					
CT100*	Comp Time Earned 1.0		CmpErn 1.0	PCE	
CT150*	Comp Time Earned 1.5		CmpErn 1.5	PCH	
CTPAY	Comp Time Payout		CmpPayout	PCM	
ND045	Night Differential		Night Dif	N01	.45
OT100	Overtime 1.0		OT 1.0	OSR	
OT150	Overtime 1.5		OT 1.5	OTR	
WD060	Weekend Differential		Week Dif	W01	.60
Below are Absence Codes that show on the Timesheet and Payable Time (Summary of Hours)					
CATLV	Catastrophic Leave	Catastrophic Leave (CLS)	CatasLeave	HRG	
5THWK	5th Week VN Payout(Sabbatical)	Convert Vac to Sabb (CLS)	5th Week	HVP	
JRYDT	Jury Duty	Jury Duty (CLS)	Jury Duty	HRG	
CLWOP	Leave Without Pay	Leave w/o Pay (CLS)	LWOP	HLW	
LWOPW	LWOP Worker's Comp	Leave w/o Pay Wrkr Comp (CLS)	LWOP WC	WKC	
PSHOL	Personal Holiday	Personal Holiday (CLS)	Prs Holday	PPH	
PSHPB	Personal Holiday Payback	Personal Holiday Payback (CLS)	PSHOL PB	PPH	
PRDEV	Professional Development	Professional Development (CLS)	ProfDev	HRG	
SABBA	Sabbatical	Sabbatical (CLS)	Sabbatical	PSB	
SCKLV	Sick Leave	Sick Leave (CLS)	Sick Leave	PSL	
VACTN	Vacation	Vacation (CLS)	Vacation	PVN	
VACPB	Vacation Payback	Vacation Payback (CLS)	VN Payback	PVN	

* Indicate Comp Time Earning on timesheet in *Rule Element 1* column as COMP per week

Time Reporting Code (TRC) most commonly used | Absence Code most commonly used

This procedure provides an overview of Time and Labor Time Reporting Codes (TRCs). This procedure will assist time reporters, managers, supervisors, and payroll coordinators in understanding what TRCs are and how they process in Time and Labor.

As part of PeopleSoft Time and Labor set-up, an organization determines how it will collect and record time. The Time Reporting Code (TRC) is an element by which the system collects labor data, hours, amounts, or units worked. TRCs are used to record time entries in Time and Labor and are similar to today's pay codes. TRCs can be based on amounts, units or hours. TRCs are mapped to Payroll earnings codes and Absence Management takes.

Time Reporting Codes are assigned to TRC programs. A TRC program is a collection of TRCs that are available to a time reporter. TRC programs are attached to workgroups and determine which TRCs are valid when time is reported.

Time Reporting Codes are in the timesheet and in payable time. TRCs are viewable in the timesheet within the TRC drop-down list. Some TRCs are "rules only" TRCs which will not be viewable in the drop-down list to select by the employees or supervisors/coordinators. However, there are some special "rules only" TRC's that will be available to the supervisors/coordinators because of specific circumstances, such as paying overtime for employees with multiple job. The default TRC is 'blank.' If no TRC is selected when time is submitted, the 'blank' TRC defaults to REG00 for classified and academic hourly or REG01 for students and grad assistant hourly in payable time.

Supervisors and payroll coordinators will see a larger list of TRCs in the timesheet than employees. Employees will only see TRCs which are assigned to their workgroup and respective TRC program. The supervisors and payroll coordinators will also only see the TRCs that are applicable to their employees. TRC programs by workgroups will be discussed later in this procedure.

The examples below show an employee view of TRCs in timesheet and the supervisor/payroll coordinator for the same employee/workgroup.

Employee view

CB050 - Call Back 1/2 Hour Minimum
CB250 - Call Back 2.5 Hour Minimum
CTFML - Comp Time for FMLA
CTPAY - Comp Time Payout
CTUSE - Comp Time Taken
EXDCT - Extend End Date-Comp Time
EXDLH - Extend End Dt-Legal Holiday
FLHOL - Floating Holiday
HOLWK - Holiday Worked
INCLP - Inclement Weather with pay
LHFML - Legal Holiday for FMLA
NOHOL - No Legal Holiday
OCCMP - On Call Comp Time
OCPAY - On Call Pay
REG00 - Regular Hours
SD18X - Standby (18.00 per 8 hr/shift)
TRMCT - Term Pay-Comp Time
TRMLH - Term Pay-Legal Holiday
UWORK - Union Activity on Work Time

Supervisor/payroll coordinator view

CB050 - Call Back 1/2 Hour Minimum
CB250 - Call Back 2.5 Hour Minimum
CT050 - Comp Time Earned .5
CT100 - Comp Time Earned 1.0
CT150 - Comp Time Earned 1.5
CT200 - Comp Time Earned 2.0
CTFML - Comp Time for FMLA
CTPAY - Comp Time Payout
CTUSE - Comp Time Taken
EXDCT - Extend End Date-Comp Time
EXDLH - Extend End Dt-Legal Holiday
FLHOL - Floating Holiday
HOLWK - Holiday Worked
INCLP - Inclement Weather with pay
LHFML - Legal Holiday for FMLA
NOHOL - No Legal Holiday
OCCMP - On Call Comp Time
OCPAY - On Call Pay
OT050 - Overtime .5
OT150 - Overtime 1.5
OT200 - Overtime 2.0
REG00 - Regular Hours
SD18X - Standby (18.00 per 8 hr/shift)
TRMCT - Term Pay-Comp Time
TRMLH - Term Pay-Legal Holiday
UWORK - Union Activity on Work Time

As supervisors and payroll coordinators approve time for processing in payroll, they will also see Time Reporting Codes in payable time. TRCs will appear in payable time which are not included in the timesheet TRC drop-down list. This is because some TRCs are set-up as "Rules only" TRCs. For example, the employee, supervisor, or payroll coordinator will not see night differential for FLSA nonexempt employees TRCs in the timesheet TRC drop-down list, yet the TRCs will appear in payable time. This is because night differential TRCs are "rules only" TRCs. For instance, if an FLSA nonexempt employee works during qualifying time for night differential, as Time Administration processes the day's time, rules within Time Admin will calculate night differential for the period.

Time Reporting Codes by workgroups

TRCs are grouped into TRC programs, and TRC programs are assigned to workgroups. Each employee is assigned to a workgroup. Thus, when an employee looks at the timesheet TRC drop-down list, the employee sees only those TRCs which are available for him/her to use.